



# TOWN OF KITTERY MAINE

## TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

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[www.kittery.org](http://www.kittery.org)

### APPLICATION: SUBDIVISION PLAN REVIEW

<b>FEE FOR REVIEW:</b>	<input type="checkbox"/> \$500. 00 PLUS	<input type="checkbox"/> \$50.00/LOT OR DWELLING UNIT	<input type="checkbox"/> Minor Subdivision: not more than 4 lots  <input type="checkbox"/> Major Subdivision: 5 or more lots	<b>Fee Paid:</b> \$ _____ <b>Date:</b> _____  <b>Escrow Fee Paid:</b> \$ _____ <b>Date:</b> _____		
<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map	Lot	Zone(s): Base: _____ Overlay MS4 _____ Yes__ No__	Total Land Area _____	
	Physical Address					
<b>PROPERTY OWNER'S INFORMATION</b>	Name			Mailing Address		
	Phone					
	Fax					
	Email					
<b>APPLICANT'S AGENT INFORMATION</b>	Name			Name of Business		
	Phone			Mailing Address		
	Fax					
	Email					
<b>PROJECT DESCRIPTION</b>	Existing Use(s):					
	Number of Proposed Lots		Subdivision Name			
	Proposed Subdivision:					
	Design: (check)	<input type="checkbox"/> Conventional <input type="checkbox"/> Cluster Development		Responsibilities: (check)	<input type="checkbox"/> Total Development	<input type="checkbox"/> Landscaping
		<input type="checkbox"/> Fee- Simple <input type="checkbox"/> Condominium			<input type="checkbox"/> Other	<input type="checkbox"/> Road
	Ownership: (check)	<input type="checkbox"/> Fee- Simple <input type="checkbox"/> Condominium			<input type="checkbox"/> Post-Construction Storm Water Runoff System Maintenance	
		Homeowner's Association <input type="checkbox"/> YES <input type="checkbox"/> NO				

## WAIVER REQUEST (Submittal Information or Development Standard)

Waivers	Ordinance Section	Describe why this request is being made.
	***EXAMPLE*** 16.32.560 (B)- OFFSTREET PARKING.	***EXAMPLE*** Requesting a waiver of this ordinance since the proposed professional offices have a written agreement with the abutting Church owned property to share parking.

Related Kittery Land Use and Development Code Provisions:

### 16.10.8.2.5 Conditions or Waivers.

Conditions required by the Planning Board at the final plan review phase must have been met before the final plan may be given final approval unless so specified in the condition or specifically waived, upon written request by the applicant, by formal Planning Board action wherein the character and extent of such waivers which may have been requested are such that they may be waived without jeopardy to the public health, safety and general welfare.

**16.7.4.1 Objectives Met.** In granting modifications or waivers, the Planning Board must require such conditions as will, in its judgment, substantially meet the objectives of the requirements so waived or modified.

## ABUTTER NOTIFICATION

**16.10.5.1.1. Preliminary Plan Application Filing and Completeness Review.** ... The application must be accompanied by a Plan and the required fee together with a certification the applicant has notified abutters by mail of the filing of the Plan application for approval.

**Submitted Application must include a list showing the names and addresses of the abutters notified and date mailed.**

**The Abutter Notice must include a copy of page one and where applicable page 2 of a signed Application.**

I certify, to the best of my knowledge, the information provided in this Application is true and correct, abutters to the project have been notified, and I will not deviate from the Plan submitted without notifying the Kittery Planning Department of any changes.

Applicant's Signature:	<hr/>	Owner's Signature:	<hr/>
Date:	<hr/>	Date:	<hr/>

# Minimum Plan Submittal Requirements

- ☐ 15 COPIES OF THE SUBDIVISION PLAN APPLICATION AND PLAN – 5 PLAN COPIES MUST BE 24"X 36"
- ☐ 1 PDF OF THE SUBDIVISION PLAN SHOWING GPS COORDINATES

**PRIOR TO STARTING THE REVIEW PROCESS, THE PLANNING BOARD WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL VOTE TO *DETERMINE COMPLETENESS/ACCEPTANCE.***

**NOTE: THE APPLICANT IS RESPONSIBLE TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.**

- A) Paper size:
  - ☐ No less than 11" X 17" (reduced) or greater than 24" X 36" (full)
- B) Scale size:
  - ☐ Under 10 acres: no greater than 1" = 30'
  - ☐ 10 + acres: 1" = 50'
- C) Title block:
  - ☐ Applicant's name and address
  - ☐ Name of preparer of plans with professional information and professional seal
  - ☐ Parcel's tax map identification (map – lot)
  - ☐ Date of plan preparation
- D) Boundary survey performed and sealed by licensed surveyor:
  - ☐ Identify all existing boundary markers
  - ☐ Show all proposed boundary monuments (per ordinance)
- E) Provide orientation:
  - ☐ Arrow showing true north and magnetic declination
  - ☐ Graphic scale ☐ Parcel Owners and map and lot
  - ☐ Deed docket and page numbers ☐ Draft Deed of Covenants
  - ☐ Signature block for planning board
- F) Show location and description of:
  - ☐ Elevations of dwelling units. If applicable
  - ☐ All structures and accesses within 100 feet
- G) Show parcel data:
  - ☐ Zoning District(s) ☐ Lots ☐ Lot Widths ☐ Lot Depths
  - ☐ Street frontage ☐ Building setback lines ☐ Lot Areas
  - ☐ Rights-of-way ☐ ROW area ☐ Exist. & new street names
  - ☐ Wetlands ☐ Wetland area ☐ Wetland setbacks
  - ☐ Common tracts ☐ Easements ☐ parcel areas
  - ☐ Shoreland Zoning setbacks ☐ undisturbed areas
  - ☐ Note on the subdivision plan regarding areas to be taped off and protected until project construction is completed.
- H) ☐ Show names and addresses of all owners of record on abutting parcels and the assessor's map and lot numbers.
- I) ☐ Label all zoning districts abutting the property boundaries.
- J) ☐ Show locations of natural physical features such as water bodies, watercourses, forest cover, and ledge outcroppings.
- K) Show the location of existing and proposed Utilities and identify which utilities are to be privately owned/ municipally owned:
  - ☐ Overhead Electric ☐ underground electric
  - ☐ Water mains ☐ Wells ☐ Gas mains ☐ Cable TV
  - ☐ Sewer mains ☐ Test pits ☐ Septic tanks ☐ Leach fields
  - ☐ Storm drain lines ☐ Catch basins ☐ Culverts ☐ Gutters
  - ☐ Stormwater storage basins ☐ Rain gardens
  - ☐ Nearest fire hydrant

- L) Indicate required landscaping including:
  - ☐ Type of plant material ☐ Plant/Tree sizes
  - ☐ Placement ☐ Irrigation systems
- M) Show natural and historical topography:
  - ☐ Rock walls ☐ Railroad beds
  - ☐ The location of all natural features or site elements to be preserved.
- N) Provide a vicinity map and aerial photograph at a scale not more than **400 feet to the inch** showing the relation to other properties and geographic features and show:
  - ☐ All the area within five hundred (500) feet of the boundary line of the proposed development including roads, geographic features, natural resources (wetlands, etc.), historic sites, applicable comprehensive plan features such as proposed park locations, land uses, Zones and other features;
  - ☐ Any smaller area between the tract and all existing streets, provided any part of such a street used as part of the perimeter for the vicinity map is at least five hundred (500) feet from any boundary of the proposed development.
- O) Show the locations of any:
  - ☐ Parks ☐ Preserved Open space ☐ Conservation easements
  - ☐ Note on the subdivision plan regarding areas to be dedicated for public use and conditions of such dedication.
- P) Identify and locate each:
  - ☐ Easements ☐ Rights-of-way ☐ Street alignments
  - ☐ All intersecting property lines within 50 feet of the parcel.
- Q) Include plans, profiles and typical sections of all roads and other paved ways, including all relevant street data.
  - ☐ Intersections or ☐ Distance to nearest intersection
  - ☐ Driveways onsite ☐ Distance to nearest driveway
  - ☐ Sight visibility lines
- R) Show all existing and proposed lighting
  - ☐ Map of all street lighting, attached lighting, and area lighting
  - ☐ Location of lighted signs ☐ Photo-metrics map
- S) ☐ Indicate the location of any permanently installed machinery likely to cause appreciable noise at the lot lines.
- T) Provide description of these materials stored on the property:
  - ☐ Hazardous ☐ Toxic ☐ Raw Waste
- U) ☐ Show existing contours and finished grade elevations onsite and sufficiently offsite to demonstrate how the project is situated in the surrounding environment.
- V) Indicate the location and dimensions of:
  - ☐ Sidewalks ☐ Curbs ☐ Driveways
  - ☐ Fences ☐ Retaining walls ☐ Other artificial features
- W) Copies of State and Local permit applications:
  - ☐ Notice of Intent ☐ NRPA ☐ Permit by Rule
  - ☐ All other applicable permits
- X) ☐ Copy of FIRM Map showing the proposed subdivision boundary to scale.

**NOTE TO APPLICANT: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT.**

**SUBMITTALS THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.**